

## INVITATION TO REQUEST FOR PROPOSAL

Date: 11 August 2025

Dear Sirs,

**RFP NO. 20250702**

**REQUEST FOR PROPOSAL FOR 403 HAEMODIALYSIS RECLINER CHAIRS AND ESTABLISH 5-YEAR TERM CONTRACT FOR REPAIRS AND PARTS**

1. The National Kidney Foundation (NKF) invites vendors for the above requirement.
2. This invitation to Request for Proposal (RFP) incorporates the following documents enclosed herewith:
  - a) Conditions of Request for Proposal;
  - b) Conditions of Contract for Goods;
  - c) Requirement Specifications Checklist;
  - d) Price Schedule; Annex A;
  - e) Form of Request for Proposal;
  - f) Information about Vendor;
  - g) Agreement to Terms and Conditions
  - h) Reference Check and Environmental, Social Governance and
  - i) Other requirements/documents, if any: Specimen of Banker's Guarantee, Performance Bond & Performance Guarantee
  - j) NKF Vendor Code of Conduct
3. If you wish to submit a proposal for the above requirement, you must complete and submit the documents mentioned in paragraph 2 above, and supporting documents and materials (if any) referred to in the above documents (e.g. brochures, catalogues, handbooks, artwork and samples).
4. The NKF requires: -
  - **Two (2)** binded copies of the documents referred to in paragraph 2 above that is, one original copy and one duplicate copy.
  - **One (1)** softcopy of the document saved in a thumb drive.
  - These are to be delivered in a sealed envelope which is not to bear any mark of identification of the Vendor (defined in the Conditions of Contract). The envelope is to be endorsed with the words **"RFP No. 20250702: Request for Proposal For 403 Haemodialysis Recliner Chairs and Establish 5-Year Term Contract for Repairs and Parts To NKF"** and hand delivered to:

RFP Box C  
Security Counter  
National Kidney Foundation  
81 Kim Keat Road  
Singapore 328836  
Attn: Mr. William Chong
5. All RFP bids must be received at the location specified above, no later than **1500 hours** on **4 September 2025, Thursday** (the **"Closing Date"**). RFP bids received after this deadline shall not be considered.

6. Your RFP bid shall be irrevocable and open for acceptance by NKF for **180 days** from the Closing Date.
7. Please note that your RFP bid is subject to the terms of the Conditions of Request for Proposal.
8. If you have any inquiries relating to this RFP, please contact Mr. William Chong at telephone no. 6506 2251 or email to [william.chong@nkfs.org](mailto:william.chong@nkfs.org).

Yours faithfully

A handwritten signature in black ink, appearing to be 'JHoo', is written above the printed name.

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Ms Jacqueline Hoo  
Head, Finance & Risk Management